

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Water Utilities Series

**SEWAGE COLLECTION MAINTENANCE SUPERVISOR**

04/02 (REB)

**General Purpose**

Under general supervision, supervise and participate in crew activities related to the installation, maintenance and repair of sewage collection systems.

**Typical Duties:**

Plan, schedule, and implement regular repair and preventative maintenance of sewage collection systems. Involves: Oversee the operation of sewer cleaning equipment, the maintenance of manholes, mains and other collection system components, the collection of sewage samples, the inspection of grease and sand traps, the operation of cameras to inspect internal areas of existing sewer lines, and the connection of sewer lines to mains. Review stoppage reports on a daily basis and taking appropriate action. Determine type and amount of chemical to be used in the sewer system by reviewing sewage laboratory findings reports. Determine needs, types of materials and equipment required to complete preventive maintenance projects.

Provide customer service related to sewer system operations. Involves: Directing cleaning of residences flooded by sewer or potable water caused by sewer main stoppage or water main break. Respond to odor complaints and assure that proper amount of chemicals and deodorants that is fed into sewage system to eliminate hydrogen sulfide and other noisome odors. Investigate illegal sewage tapping and preparing reports for appropriate action.

Supervise assigned staff. Involves: Schedule, assign and review operational and procedural activities. Prioritize and coordinate sectional activities. Instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide training and development. Develop, implement and enforce sectional policies and procedures. Enforce personnel rules, regulations and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hires, termination, transfers, discipline, merit pay or other employee status changes.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of maintenance procedures for sewage systems, including the use and operation of sewage cleaning equipment.
- Considerable knowledge of chemicals and materials used in sewage systems.
- Considerable knowledge of occupational safety techniques rules and regulations.
- Good knowledge of federal, state and local regulations relating to sewage system operations.
- Good knowledge of City geography.
- Good knowledge of supervisory and customer service techniques.
- Ability to plan, implement and maintain a computerized preventive sewage system maintenance program.
- Ability to establish and maintain effective working relationships with fellow employees, and the general public.

**Other Job Characteristics**

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, entering enclosed spaces or trenches, hazardous materials, air and/or water borne pathogens, dangerous insects, snakes and animals common to wastewater treatment facilities, lift stations and construction sites.
- Frequent walking, bending, stooping, squatting, and moving or lifting equipment, tools and materials weighing up to 90 pounds.
- Occasionally required to be on-call to respond to emergencies.
- Regular operation of a motor vehicle through City traffic.

**Minimum Qualifications**

Education and Experience: Equivalent to a combination of a high school diploma or GED, and five (5) years experience in the maintenance or construction of sewage collection systems, including two (2) years as a leadworker over both construction and maintenance activities.

Licenses and Certificates: Class I Wastewater Collection Certificate of Competency issued by TNRCC required within one (1) year of date of appointment. Texas Class "C" Driver's License or equivalent from another state.

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Personnel Director

Department Head